



Cardinal Employee Self-Service (ESS)

Understanding Your New Paycheck

Employee Self-Service (ESS) users will notice some differences when viewing their paycheck (i.e., pay stub) online through Cardinal HCM.

Note: For tips on viewing/printing paychecks, see the Job Aid titled [ESS: How to View and Print a Paycheck](#).

Viewing a PDF Paycheck

In Cardinal HCM, you can select a Paycheck and view its PDF version.

Pay Group: SM1-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020		Business Unit: Advice #: Advice Date:																																												
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Federal: Married VA State: N/A Allowances: 0 Addl. Percent: 0 Addl. Amount:																																												
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Understanding the Paycheck Sections

Hours and Earnings

This section displays the earnings in the current period and the YTD amounts.

The **individual earnings** on the check include a more detailed breakdown of earnings than currently shown (e.g., overtime is broken down into the separate components – Call Out Pay, On-Call Pay). Overtime amounts may vary slightly compared to CIPPS (typically +/- 5 cent variances) due to the difference in the precision of values between the two systems. Additionally, timing for the payment of overtime is different and overtime may be included a pay period earlier or later depending on FLSA period end dates. If you have questions, contact your agency's Payroll support staff.

The Premium Reward for the health care credit shows as an earning rather than a lower healthcare premium. Additionally, **VRS Contribution Base** shows the base salary which is used for VRS retirement calculations (this amount does not add to gross pay).

Pay Group: SM1-Semimonthly Class (SUNSAT07)		Business Unit:	
Pay Begin Date: 04/25/2020		Advice #:	
Pay End Date: 05/09/2020		Advice Date:	
		TAX DATA:	
Employee ID:		Federal	
Department:		Tax Status: Married	
Location:		N/A	
Job Title:		Allowances: 0	
Pay Rate:		Addl. Percent: 0	
		Addl. Amount:	
HOURS AND EARNINGS			
Description			
Current			
Earnings			
Hours			
YTD			
Earnings			
Regular Time - Salaried			
Premium Reward			
VRS Contribution Base			
TOTAL:			
0.00			
TAXES			
Description			
Current			
YTD			
Fed Withholding			
Fed MED/EE			
Fed OASDI/EE			
VA Withholding			
TOTAL:			



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Taxes

This section shows the employee paid taxes in the current period and the YTD amounts.

Maryland State and Local taxes are combined and display as Maryland State tax. All other local taxes are displayed separately.

Richmond, VA	Pay Group: SM1-Semimonthly Class (SUNSAT07) Pay Begin Date: 04/25/2020 Pay End Date: 05/09/2020	Business Unit: Advice #: Advice Date:
Employee ID: Department: Location: Job Title: Pay Rate:	TAX DATA: Tax Status: Married Allowances: 0 Addl. Percent: Addl. Amount:	Federal N/A 0
HOURS AND EARNINGS		
Description	Current Hours	Earnings Hours Earnings
Regular Time - Salaried		752.00
Premium Reward		
VRS Contribution Base		
TOTAL:	0.00	
TAXES		
Description	Current	YTD
Fed Withholding		
Fed MED/EE		
Fed OASDI/EE		
VA Withholding		
TOTAL:		

Before-Tax Deductions

This section shows the Before-Tax deductions in the current period and the YTD amounts.

In some instances, 457 Deferred Compensation deductions will be in both the Before-Tax and After-Tax Deduction sections, depending on the employee's situation.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			Imputed Life*		
457 Deferred Compensation			Posttax Misc Insurance			457 Deferred Compensation		
Medical FSA						Employee Retirement DB		
Employee Retirement DB						Group Term Life		
Flex Administrative Fee						Retiree Health Credit		
DGS Parking Pre Tax								
TOTAL:			TOTAL:			*TAXABLE		
TOTAL GROSS			FED TAXABLE GROSS			TOTAL TAXES		
Current			Current			Current		
YTD			YTD			YTD		
YEAR-TO-DATE			PAID TIME OFF			SICK LEAVE		
Start Balance	0.0	0.0						
+ Earned	0.0	0.0						
+ Bought	0.0	0.0						
- Taken	0.0	0.0						
- Sold	0.0	0.0						
+ Adjustments	0.0	0.0						
End Balance	0.0	0.0						
NET PAY DISTRIBUTION			Account Type			Routing Number		
Advice #00			Checking			XXXX		
			Checking			XXXX		
			Checking			XXXX		
TOTAL:								
MESSAGE:								



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After-Tax Deductions

This section shows the After-Tax deductions in the current period and the YTD amounts.

If there is more than one court-ordered garnishment processed in a pay period, there will only be ONE deduction code (**GARN**) listed with the total of all garnishments deducted.

Garnishment fees will be applied centrally, so all policies regarding applicable fees will be enforced. Employees may see a change in the fees withheld.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
Employee Retirement DB						Employee Retirement DB		
Flex Administrative Fee						Group Term Life		
DGS Parking Pre Tax						Retiree Health Credit		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
	Account Type	Routing Number	Deposit Amount
Advice #00	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:

Employer Paid Benefits

This section shows Employer Paid Benefits in the current period and the YTD amounts.

The amounts displayed show the benefits paid by COVA on behalf of the employee. They do not reduce the Net Pay received by the employee.

Imputed Life shows as a taxable employer benefit and increases the taxable gross (it no longer appears a taxable earning but has the same impact of increasing the taxable gross).

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
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Medical FSA						457 Deferred Compensation		
Employee Retirement DB						Employee Retirement DB		
Flex Administrative Fee						Group Term Life		
DGS Parking Pre Tax						Retiree Health Credit		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:



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Understanding Your New Paycheck

Year-To-Date/Paid Time Off/Sick Leave

This section does NOT show leave balances and will always show 0.0 for balances.

If your agency uses Cardinal Absence Management, you are able to view your leave balances through **ESS Absence**. Follow the navigational path below to view your leave summary:

Navigator > Self Service > Time Reporting > View Time > Time > Comprehensive/Absence Summary

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
457 Deferred Compensation			Posttax Misc Insurance			Imputed Life*		
Medical FSA						457 Deferred Compensation		
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Flex Administrative Fee						Group Term Life		
DGS Parking Pre Tax						Retiree Health Credit		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current				
YTD				

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
	Account Type	Routing Number	Deposit Amount
Advice #00	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:

MESSAGE:

Net Pay Distribution

This section shows a breakdown of how the Net Pay was distributed.

The information in this area includes Checking accounts, Savings accounts, COVA Paycards, Virginia State Employee Loan Program (VSELP) Repayments, and Virginia College Savings Plan account payments. Note: the Virginia College Savings Plan account payments will no longer show as a deduction.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
CoVA Care			DOA Admin Fee for Misc Ins			CoVA Care		
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Employee Retirement DB						Employee Retirement DB		
Flex Administrative Fee						Group Term Life		
DGS Parking Pre Tax						Retiree Health Credit		
TOTAL:			TOTAL:			*TAXABLE		

TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current									
YTD									

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
+ Bought	0.0	0.0
- Taken	0.0	0.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	0.0	0.0

NET PAY DISTRIBUTION			
Advice #00	Account Type	Routing Number	Deposit Amount
	Checking	XXXX	
	Checking	XXXX	
	Checking	XXXX	
TOTAL:			

MESSAGE:

MESSAGE: